

**Kansas Department of Health and Environment
Board of Adult Care Home Administrators
Meeting of June 8, 2007**

The Board of Adult Care Home Administrators met Friday, June 8, 2007 at 1:00 p.m. in Classroom D of the Kansas National Education Association Building, 715 SW 10th, Topeka, Kansas.

Members Present

Amy Hoch-Altwegg
Dawn Veh
Kevin Bryant
Jinna Jeffery
Marian Heusted

Staff Present

Camille Nohe
Marla Rhoden
Steve Irwin
Brenda Kroll

Others Present

Kim Halbert, KACE
Mary Sloan, KAHSA
Phyllis Kelly, KACE
Doug Frihart, ACHCA
Pam Sheets, KACE

1. Call Meeting to Order

Dawn Veh, Chair, called the meeting of the Board of Adult Care Home Administrators to order at 1:03p.m.

2. Minutes

Minutes of Meeting 03/02/2007

Chair Veh asked for comments/corrections to the minutes of the March 2, 2007 meeting.

ACTION: Amy Hoch-Altwegg moved the minutes of the 03/02/07 meeting of the Board of Adult Care Home Administrators be approved as submitted. The motion was seconded by Jinna Jeffery and carried unanimously.

3. Complaints

Ms. Jeffery reported that the CIC reviewed one case which had originated in 2006. License revocation was recommended by the CIC.

4. Reports

A. NAB Test Results

Brenda Kroll provided copies and an overview of the NAB test results report for the first quarter of 2007. She reported that a total of 13 candidates tested with eight of those passing for a pass rate of 61.53% for the first quarter.

Ms. Kroll noted that the report covers a 12 year time span and asked if reducing it to a 10 year average would be acceptable. The Board agreed that a report covering a 10 year time span would be acceptable.

B. Temporary License Report

Ms. Kroll provided a report and overview of temporary licenses issued to date for the fiscal

year 2007 which began July 1, 2006 and will end June 30, 2007. Ms. Kroll noted that a total of 23 individuals were issued temporary licenses. Of the 15 temporary licenses which have expired, eight were issued while the candidates completed their practicum experiences, four were issued for individuals serving as an interim administrator and three were issued to licensees who were accumulating CE hours required to reinstate previous Kansas licensure. Of the eight active licenses, four were completing their AIT experiences, one was serving in an interim position and three will seek reinstatement after accumulation of the required CE hours.

2. Update

A. SB 11 (Reciprocity Bill)

Marla Rhoden reported that language from HB 2237 had been stripped and folded into SB 11 which passed by the House and Senate and was signed by Governor Sebelius on May 10, 2007.

Ms. Rhoden reported that the draft adult care home administrator regulations are completed except that they need to reference the updated NAB Domains of Practice. It is anticipated that the Domains will be completed this summer.

B. NAB Domains of Practice

Chair Veh reported that she had the opportunity to be a part of the independent reviewers of the Domains of Practice with NAB. Chair Veh reported that there have been many updates sent via email and that the preliminary format and organization look good.

C. SB 351 (Office of Administrative Appeals)

Camille Nohe explained that SB 351 began with a minor change to the Office of Administrative Hearings then expanded. The bill did not pass but the issue may be studied further and may arise again.

D. BACHA Appointments

Ms. Kroll reported that the terms of three members: Jinna Jeffery-Consumer Representative, Dawn Veh-Administrator Representative and Dr. Kevin Bryant-Health Professional Representative, will expire June 30, 2007. All three members have been reappointed by Governor Sebelius for terms through June 30, 2009.

6 License Candidates

A. Update on a temporary licensee who is accumulating required CE hours for reinstatement and had disciplinary history in another state.

Ms. Kroll reported that the applicant has been complying with all the provisions set out in the Consent Order Agreement concerning supervision and accumulation of continuing education. The applicant has also submitted all required documents for reinstatement of their full license. The supervisor will continue to provide reports as required by September 1 and December 1 with the final report due March 1, 2008.

B. Applicant for initial licensure who self-reported a previous conviction.

Ms. Kroll summarized the details of the application and self-reported conviction for consideration by the Board.

ACTION: Ms. Jeffery moved that once all license requirements are met including passing the NAB exam the applicant be granted licensure. The motion was seconded by Dr. Bryant and carried.

C. Applicant for temporary license who self-reported disciplinary history in another state for their nursing license.

Ms. Kroll reported that the applicant was not able to provide materials necessary for review and discussion prior to the Board meeting. The Board agreed that if the individual provides the documents for discussion a conference call would be acceptable.

D. Applicant for temporary license who had a previous conviction (*carried over from September 2006 BACHA meeting.*)

Ms. Kroll summarized this application which was carried over because the applicant had not yet completed their baccalaureate degree requirement at the time of application. The applicant has been since been awarded their degree so the application and conviction information was provided for consideration.

ACTION: Ms. Jeffery moved that the application for temporary licensure be approved and that the applicant be approved to proceed with taking the NAB exam to complete requirements for full licensure. The motion was seconded by Marian Heusted and carried.

7. License Renewals and Update Regarding the Online License Renewal Project

Ms. Kroll reported renewal notices were sent to the 355 adult care home administrator licensees with license expiration dates of June 30, 2007. Ten percent of the renewals have been randomly pre-selected for CE audit. To date the audits have been successful.

Ms. Kroll provided an update regarding the online license renewal project noting that while staff had hoped and planned for the online option to be available to administrators this summer, there were some unforeseen issues which bumped this project (legislative projects, Governor's projects and Department of Revenue online tax return options) so the project was not ready in time to offer the option to administrators. Ms. Kroll provided copies of the insert which is mailed with the renewal pocket cards. The insert includes information about the coming online option so licensees will be aware of the additional option for their next renewal cycle.

8. Letters of Exemplary Performance and Zero Deficiency Letters

Ms. Rhoden read excerpts from a Letter of Exemplary Performance awarded to Tammy

Lampe, Administrator of Manor of the Plains, Dodge City. Ms. Rhoden also read excerpts from two Zero Deficiency letters awarded to Tammy Lampe, Administrator of Manor of the Plains, Dodge City and Jean Bryant, Administrator of The Shepherd's Center in Cimarron.

9. Other Business

Ms. Rhoden reported comments from the May, 2007 **meeting of Practicum Coordinators** concerning the proposed regulation changes regarding reciprocity. The coordinators expressed concerns with the possibility that in some instances no degree would be required for reciprocal license applicants and asked that their concerns be shared in the Board.

Ms. Rhoden noted that **NAB is proposing a change to their name** from National Association of Boards of Examiners of Long Term Care Administrators to National Association of Long Term Care Administrator Boards. The Acronym would remain the same.

10. Public Comment

Pam Sheets with KACE expressed congratulations to the reappointed members and thanked all members for their hard work on the Board.

11. Next Meeting

The next meeting of the Board of Adult Care Home Administrators is tentatively scheduled for September 8, 2007 at 1:00 p.m.

Adjourn

The meeting adjourned at 1:45 p.m.